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Administration and Management
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National Weather Service Web Time & Attendance Program

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SUMMARY OF REVISIONS:

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Acting Chief Financial Officer/Chief
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National Weather Service Web Time & Attendance Program

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1.   <u>Introduction</u>. The National Weather Service (NWS) Web Time & Attendance (TA) Program is a web-based TA submission and tracking system developed by the Department of Commerce and is an accepted system for TA tracking by NOAA. The NWS follows all of NOAAs policy and procedures for TA submission and for WebTA use. The NWS has set the following as operating procedures.

        The WebTA system allows for use of multiple accounting codes that aid the NWS in its Cost Management tracking. Therefore, the NWS Chief Financial Officer has determined the NWS Comptroller's Office (CFO2) will fill the role of WebTA Program Manager.

        WebTA is accessible to any employee who has access to the web, whether at work, on travel or at home. In addition, WebTA enables timekeeper or employee submission and validation. Employee/timekeeper input will be decided on a case by case basis by the supervisor. Employee submission does not signify time will be paid without supervisory knowledge. Employee or timekeeper validation verifies data input is correct. Supervisor certification finalizes data input for payment.

2.   <u>Operating Procedures</u>. All NWS offices utilizing the WebTA system will complete and submit time cards using the following time line. These procedures are based on employee input with timekeeper overview. Whether timekeeper or employee input is used, there is never a need to give a password to another employee. Timekeepers automatically have access to each employees TA record, as in the past with the DOS system.

        The time frames below are written for Eastern Standard Time. Time frames may be adjusted for Regional and field offices to include other time zones and work schedules (Saturday input vs. Friday).

A. Employee Validation: Employees will complete validation **by Noon on Friday** at the end of each pay period. Employees will ensure all time used or claimed will be entered into the WebTA system and assure use of the appropriate accounting/project codes. If an employee is unable to complete or enter their time, they should make alternative arrangements with the timekeeper prior to their absence. An employee should discuss completion of their time card with the timekeeper in the event of an emergency situation. If a Federal holiday falls on that Friday, employee validation should be completed by noon on Thursday.

B. Timekeeper: **By 4:30 pm, Friday** (end of pay period) the timekeeper will collect all TA worksheets (if used), approved leave requests (OPM71) and all premium pay requests (CD81) (unless the WebTA Leave and Premium Pay Request Module , described in 2.1, is being used). The timekeeper may be asked by the supervisor to review the worksheets and leave requests vs. what is entered into the WebTA system for accuracy. The timekeeper will provide all information to the supervisor and advise the supervisor of any discrepancies or when the time cards are ready for certification. If the timekeeper is unable to fulfill this responsibility at any given time, he/she should make prior alternative arrangements, i.e., delegate to another timekeeper. If a Federal holiday falls on that Friday, timekeeper review will be completed by 4:30 pm on Thursday.

2.1   Leave and Premium Pay Requests. The WebTA system has a module for submitting leave requests and premium pay requests. This module allows offices to discontinue use of the OPM71 and CD81. Determination to use this module may be made at the Office/Regional level (FMC). After an FMC approves use of this module, a supervisor may then determine if it is beneficial to his/her office to use. An employee would submit his/her request for annual or sick leave, comp or overtime through the WebTA system. Supervisors would receive an email message letting them know a request is in the system. The supervisor could then go into WebTA, review the request and approve or deny it. An email message would be sent to the employee and timekeeper letting them know the status of the request. Supervisor and employee information must be entered in the WebTA Locator Module in order to use the online request.

If this module is used, a separate block for annual/sick leave requests, and/or comp or overtime requests will be shown with the status of each request on the employees T&A Summary page. This allows supervisors to recall their approval or denial, and for the employee to maintain a record. Use of this module is entirely up to the FMC/supervisor. It is not mandatory.

C. The supervisor will certify time cards for all employees **by 4:30 pm, Monday** following the end of each pay period. The supervisor will print time cards after certification to enable time cards to reflect the Certification status. (If timekeeper prints, status will only reflect validation status). NWS/CFO has determined a certified copy is preferable. Supervisor will sign certified time cards and provide them to the timekeeper for filing. If a supervisor is not available, he/she may delegate this function to the person "acting" for them. The supervisor may not delegate to the timekeeper or secretary. The supervisor and/or delegate will sign the certified

time card. If a Federal holiday falls on that Monday, supervisor certification will be completed by noon on Tuesday.

  D. The HR Administrator will check the system **by Noon on Tuesday**, following the end of each pay period, to determine if there are any time cards left uncertified and report these to the FMC Director for resolution **by 4:30 pm** that same day. The last transmission is completed by DoC at 4:30 pm on Tuesday following the end of the pay period. Any time cards not captured in that transmission result in the employee not being paid.

3. <u>Definitions</u>. The following are definitions of each role required in WebTA use.

  A. Human Resource (HR) Administrator
- manages employees leave transfer program (connected to the Leave and Premium Pay module)
- add or edit Employee Profiles
- oversees the validation and certification of all time cards within their area of responsibility by monitoring the Agency Status Report
- unlocks/resets passwords for employees or timekeepers
- assign various roles to employees, i.e., Active Employee, Timekeeper, Supervisor, etc.
- determines solutions to submission problems/errors
- advises supervisors/approving officials of policy and procedure
- delegate a timekeeper for an unavailable timekeeper
- reassign one or an entire group of employees to another timekeeper or supervisor
- add or edit the Organization Tree; example: NOAA/NWS/AA/CFO
- deletes employees no longer with the system
- cannot edit TA information
- prints employee leave audits

  B. Supervisor (Approving Official)
- responsible for certifying all TA reports for employees
- rejects incorrect TA submission to be resubmitted by employee
- ensures all time is validated by employee or timekeeper
- ensures printed certified copy is filed by timekeeper
- ensures all time submitted is accurate
- approves or denies leave requests, whether submitted in WebTA or on paper
- delegates to another supervisor when absent

  C. Timekeeper
- given access to all TA related information for all employees in that office
- maintains a current account table for that offices' use
- ensures all employees validate or submit their current time
- ensures all leave slips and premium pay requests are signed and submitted prior to TA validation or that WebTA requests are in the system

- fills in for employee when unable to submit time for themselves
- advises supervisor when all time cards are ready for certification
- can take over as another timekeeper if needed
- edits timecard at supervisory request
- submits corrected TA files as needed
- adds new employees to the system

D. Employee
- submits time for the entire pay period in a timely manner
- submits leave requests and premium pay requests in advance, whether in WebTA or on paper
- requests timekeeper submission when unable to complete TA on time
- validates TA on time

4.   Cost Management Tracking.

This section is left blank intentionally. It is reserved for possible future use of NWS Cost Management Guidelines.